University of Alaska Interim Records Retention Schedule				
Retention Periods are Expressed in Years Unless Otherwise Noted				
Record Title	**Office**	**Records Center**	**Destroy After**	**Vital Record**
OFFICE OF HUMAN RESOURCES:				
Administrative Services				
Benefits (Historical)	5	5	10	
Compensation (Historical)	5	5	10	
Ethics Disclosure Statement	3	3	6	
Programs/Training	5	5	10	
Salary Exceptions	5	5	10	
AAUP				
General Correspondence	3		3	
Historical	P			
ACEA				
General Correspondence	3		3	
Historical	P			
ACCFT				
General Correspondence	3		3	
Historical	P			
Personnel Files (Terminated)	C		2	
Exit Interviews	1		2	
Position Applications	1	4	5	
Account Number Conversion Activity Report	2mo	P(M)		
Annual Leave Liability Report	2mo	P(M)		
Bank Deposit List	2mo	P(M)		
Check Register	2mo	P(M)		
Cross Reference by SSN	2mo	P(M)		
Deduction Reports	2mo	P(M)		
Deferred Pay List	2mo	P(M)		
Geographic Statues	2mo	P(M)		
Labor Distribution	2mo	P(M)		
LTD Insurance Report	2mo	P(M)		
Master File Update List	2mo	P(M)		
Mini-Payroll Reports	2mo	P(M)		
Notification of expiration Contract	2mo	P(M)		
Pay Calculation Exception & Summary Report				
Payroll History Files	1	P(M)		
Payroll Journal	2mo	P(M)		
Payroll Master List SSN	P(M)			
Retirement Processing	2mo	P(M)		
Retroactive Payroll Reports	2mo	P(M)		
Suspense Update List	2mo			
Time Card Validation List	2mo	P(M)		
Time Sheets	2mo	P(M)		
TIM Reports	2mo	P(M)		
Transaction	2mo	P(COM)		
Transaction History Cost/SSN	2mo	P(COM)		
W2's	6mo	P(M)		
Worker's Comp Report (Qtrly)	2mo	P(M)		

DRAFT

Retention Codes
C Current Active
T Terminated, Obsolete, or Superseded
P Permanently Held in the Location Indicated
M Microfilmed
P(M) Permanently Retained in Microform
P(COM) Permanently retained on Computer Output Microfiche